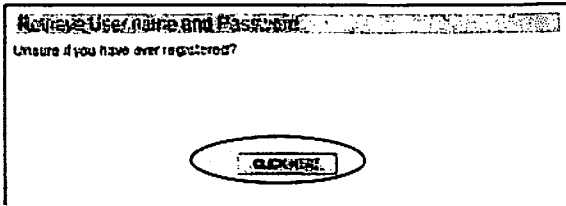
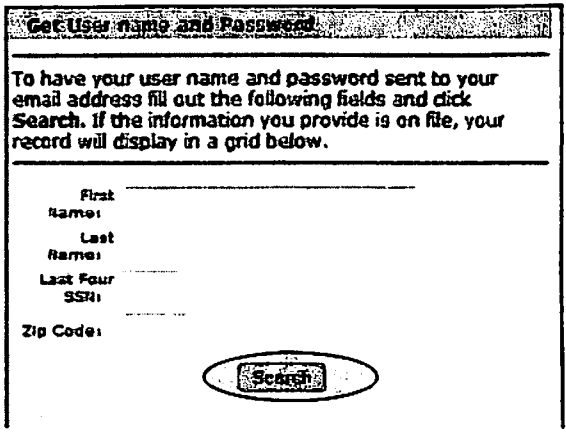

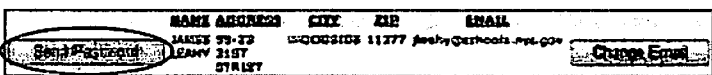
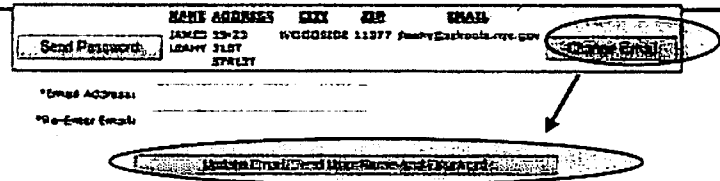


How to Register for PD (NYCDOE Employees)

1.	Go to http://pd.nycoit.org	Click the "Registration" link on the left hand side of the page.
2.	On the right-hand side of the page click on the "CLICK HERE" button under the retrieve username and password section.	
3.	Enter the user information requested on the page and then click the search button.	
4.	Account information for the user will be displayed.	
5.	Click the "Send Password" button and the username/password will be sent to the e-mail on file.	
6.	If the e-mail on file for the user is incorrect or blank click the "Change Email" button. Enter the correct e-mail address and click the "Update" button.	
7.	Log into the e-mail account provided to obtain your username and password	
8.	Some employees in the NYCDOE might not have account information entered into the system. If this is the case please contact ProtraxxSupport@schools.nyc.gov for assistance. Please include the following information in the e-mail: first name, last name, assigned school and position.	

Continued How to Register for PD (NYCDOE Employees)

Once you have retrieved your username and password you will then need to log in. Go to <http://pd.nycoit.org> and click on the Registration link on the left hand side of the page. Within this box are two entry boxes for your user name and password. Enter your user name and password into their corresponding boxes.

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[illegible]

Then click the Login button.
If this is your first time logging in then you will be directed to a screen asking you to finish user registration.

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Parent User Registration
 *A required item

School Information:

Please select your school assignment for the school year
 (Note: the dropdown list, the borough will first appear in the column
 if the user selects a location)

Borough	- Select Borough -	
Location	- Select Location -	
State	- Select State -	
Grade	- Select Grade -	

Complete Registration by selecting your borough, location, title, and grade. To select click on the upside down triangle at the right side of each entry box and a list will appear from which you can select whatever applies to you. Make sure you select borough first and then go in order top to bottom because the options will change depending on your previous choices.

[illegible]

When you are done click the Finish Registration button, you are now logged in.